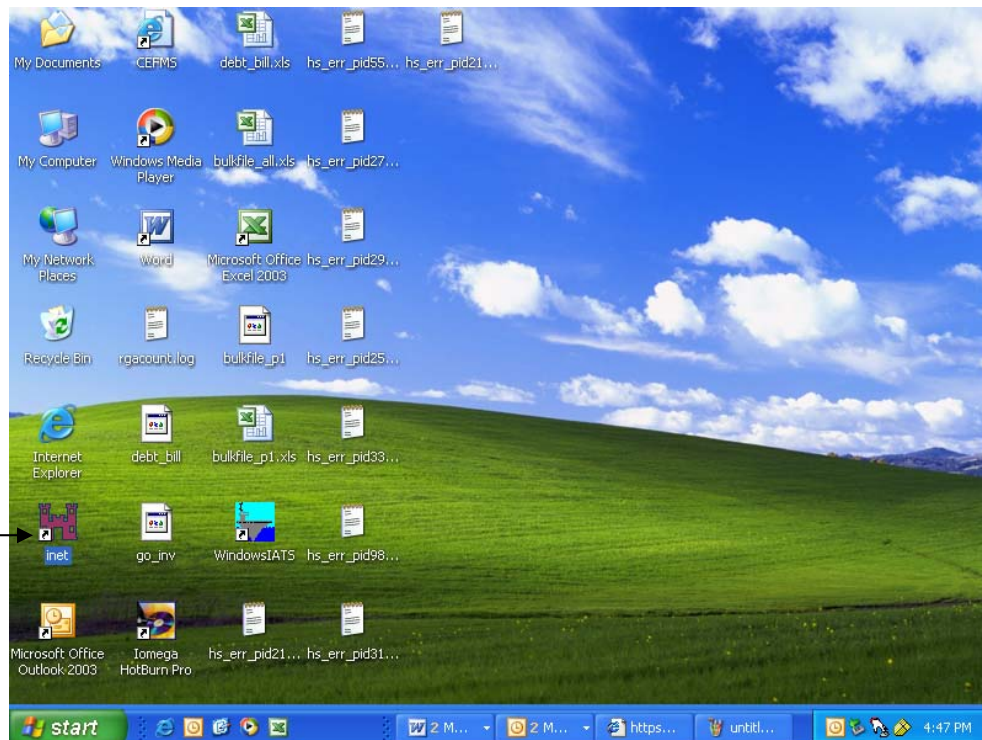


TE-12, CEEMIS LOGIN AND REPORTS PROCEDURES

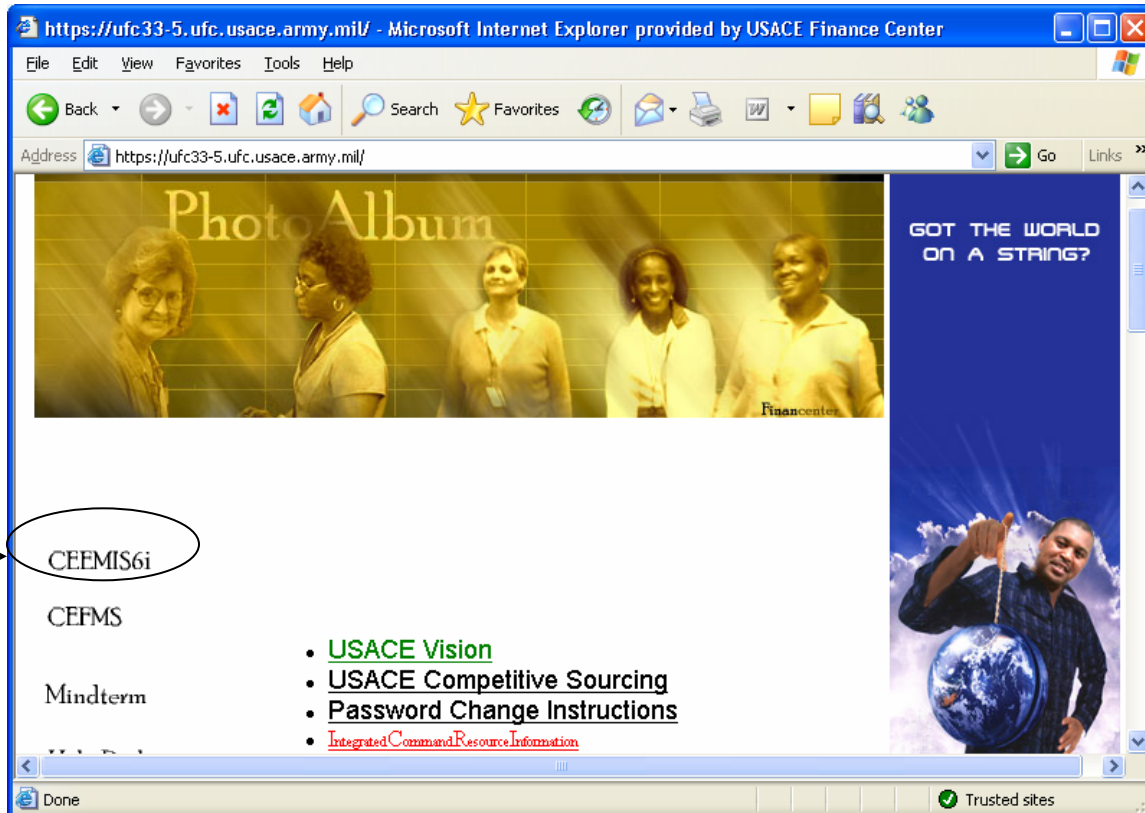
The Corps of Engineers Enterprise Information Management System (CEEMIS) is the system used by the USACE Finance Center (UFC) to consolidate financial information for all UFC Supported activities and provide corporate reports to USACE Headquarters, Department of the Army, and the Department of Defense.

CEEMIS accessed through the UFC Internal Network (INET).

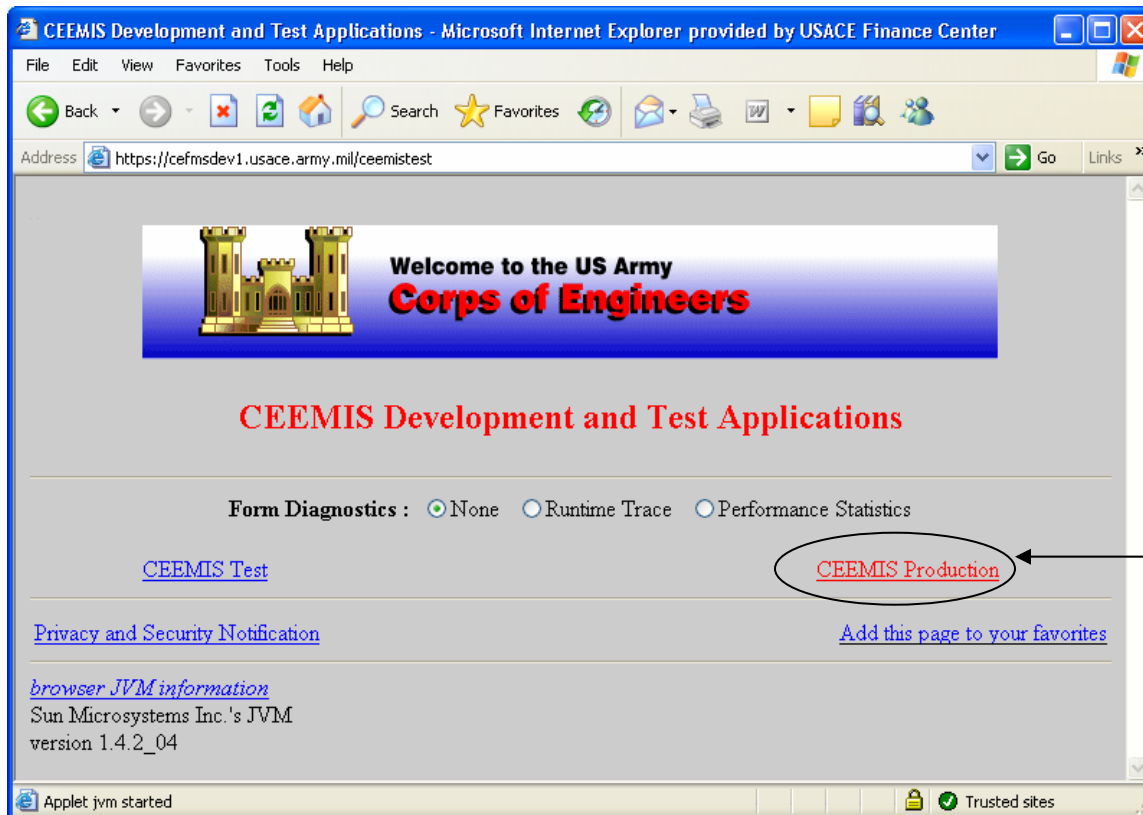


Select the INET icon on the computer desktop.

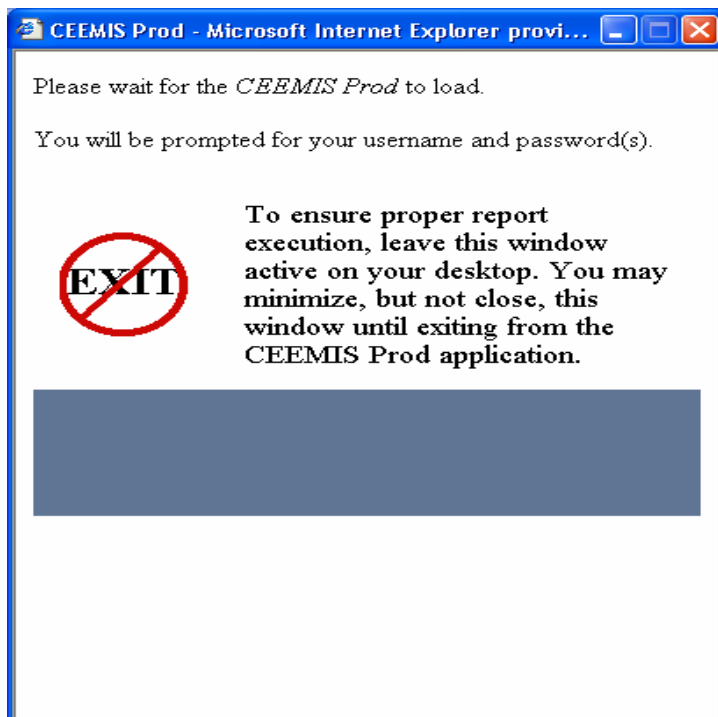
USACE Finance Center Accounting Support Service
Performance Work Statement



From the UFC INET Menu, users can sign into CEEMIS by clicking on the CEEMIS6i Link. CEEMIS can also be accessed from the CEFMS Link on the UFC INET Menu.




Click on the CEEMIS Production Icon



This screen must remain active while the user is in CEEMIS

CEEMIS LOGIN SCREENS



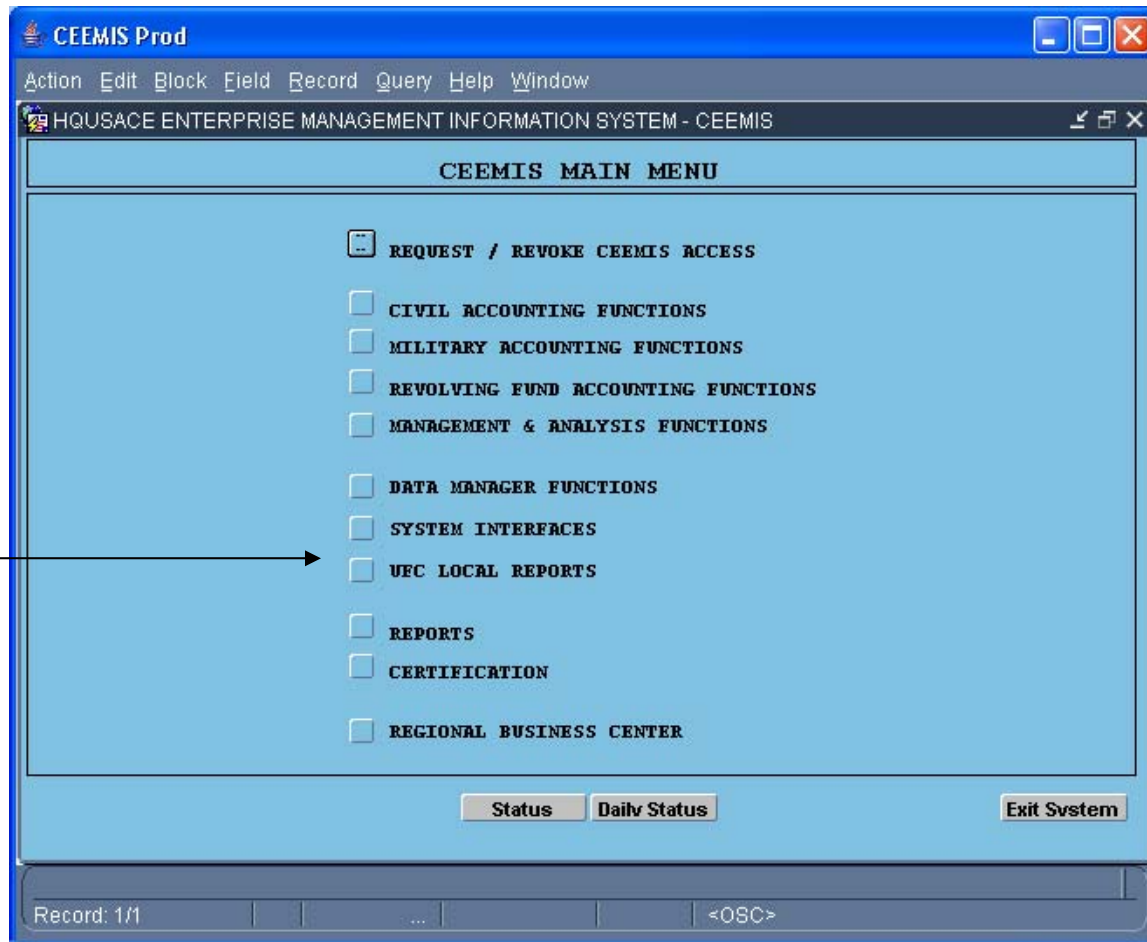
The screenshot shows a Windows application window titled "CEEMIS Prod". Inside the window is a "Logon Screen" dialog box. The dialog box has a light blue background and contains the following fields and buttons:

- login:** A text input field containing the text "t0rmfxxx".
- Password:** A text input field containing seven asterisks "*****".
- ORACLE Password:** A text input field containing seven asterisks "*****".
- Buttons:** Three buttons are located at the bottom of the dialog box: "Logon", "Reset", and "Cancel".

At the bottom of the main window, there is a status bar that says "Record: 1/1".

CEEMIS User ID and passwords are the same as CEFMS UNIX and ORACLE passwords.

Employees will be provided a permanent User ID and a temporary UNIX and ORACLE password from the Directorate of Administration at the beginning of employment. The temporary passwords will need to be changed within 24 hours. Employees create their own passwords and will be required to change their passwords periodically. The instructions for password changes are available on the INET.



UFC LOCAL REPORTS is used to query information.



Each Division within the UFC has a separate menu item.

Querying Report Data

Specific data parameter that are used will depend on how the Standard Query Report (SQR) is written

Data may be queried by individual EROC or ZZ to return all UFC Supported Activities.

Data may be queried by a specific date, a range of dates or an accounting period.

ACCOUNTS PAYABLE REPORTS MENU

The screenshot shows a software window titled "CEEMIS Prod" with a menu bar containing "Action", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". Below the menu bar is a title bar that reads "HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS". The main content area is titled "ACCOUNTS PAYABLE REPORTS" and contains a list of report options, each preceded by an unchecked checkbox:

- ☐ PRINT/LIST/DELETE GENERATED RPTS
- ☐ AP TRANSMITTALS
- ☐ UNCERTIFIED PAYABLES
- ☐ INVOICES W/O RECEIVING REPORT
- ☐ AP STATISTICS
- ☐ AP INVOICES CREATED COUNT (INDIVIDUAL)
- ☐ AP RECEIPT VOUCHERS COUNT (INDIVIDUAL)
- ☐ UNCERT ENG93'S/RECURRING PAYMENTS
- ☐ FED TAX INSERT FORM
- ☐ FED TAX VIEW/UPDATE/DELETE FORM
- ☐ TAX LEVY REPORT
- ☐ AP - INTEREST REPORT (SUM/DETAIL)
- ☐ AP - OVER DISB OF OBLI

At the bottom of the main content area are four buttons: "Prev Menu", "Status", "Daily Status", and "Exit System". The bottom status bar displays "Record: 1/13" on the left and "<OSC>" on the right, with a series of vertical lines and dots in between.

TRAVEL REPORTS MENU

CEEMIS Prod

Action Edit Block Field Record Query Help Window

HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS

TRAVEL REPORTS

- ☐ PRINT / LIST / DELETE GENERATED REPORTS
- ☐ FED TAX INSERT FORM
- ☐ FED TAX VIEW/UPDATE/DELETE FORM
- ☐ W2 REPRINT
- ☐ US BANK
- ☐ TRAVEL QUERY
- ☐ TRAVEL CERTIFICATION REPORT
- ☐ TRAVEL CERTIFICATION REPORT (TOTAL)
- ☐ OUTSTANDING TRAVEL ADVANCES
- ☐ TRAVEL WORKLOAD REPORT BY EMPLOYEE

Prev Menu Status Daily Status Exit System

Record: 1/10 ... <OSC>

ACCOUNTS RECEIVABLE REPORT MENU

The screenshot shows a Windows-style application window titled "CEEMIS Prod". The menu bar includes "Action", "Edit", "Block", "Field", "Record", "Query", "Help", and "Window". Below the menu bar is a title bar that reads "HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS". The main content area is titled "ACCOUNT RECEIVABLE REPORTS" and contains a list of report options, each preceded by an unchecked checkbox:

- ☐ PRINT / LIST / DELETE GENERATED REPORTS
- ☐ AR CERTIFIED COUNTS
- ☐ CIC CODED BILLS
- ☐ AR ORIGINATED COUNTS
- ☐ UNCERTIFIED BILLS
- ☐ DEBT MGMT SOD
- ☐ (DISB,COL,IPAC) RECON (N,Y) REPORT
- ☐ ACCOUNT RECEIVABLES REPORT (OPEN ITEMS)
- ☐ ACCOUNT RECEIVABLES REPORT (CONSOLIDATED)
- ☐ ACCOUNT RECEIVABLES OVER 30 DAYS OLD
- ☐ RECON DATA FILE REPORT (DISB,COL,IPAC)

At the bottom of the main content area are four buttons: "Prev Menu", "Status", "Daily Status", and "Exit System". The status bar at the very bottom shows "Record: 1/11" on the left and "<OSC>" on the right.

DISBURSING REPORTS MENU

CEEMIS Prod

Action Edit Block Field Record Query Help Window

HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS

DISBURSING REPORTS

<input type="checkbox"/> PRINT / LIST / DELETE GENERATED REPORTS	<input type="checkbox"/> DEPOSIT REPORT
<input type="checkbox"/> CHECK REGISTER (8735/8736)	<input type="checkbox"/> OPAC PAYMENTS FOR TRAINING
<input type="checkbox"/> DISBURSING LOG	<input type="checkbox"/> TRAVEL DISBURSEMENTS BY DAY
<input type="checkbox"/> EFT VERIFY (PRINT_IND = 'N', 'R', '')	<input type="checkbox"/> GOALS/IPAC/OPAC MATCHING SCREEN
<input type="checkbox"/> OVER DISBURSED	<input type="checkbox"/> RECON DATA FILE REPORT (DISB,COL,IPAC)
<input type="checkbox"/> RECON REPORT (DISB,COL,IPAC)	<input type="checkbox"/> LOAD OBLIGATION STATUS
<input type="checkbox"/> LOAD IPAC	<input type="checkbox"/> GOALS SOD
<input type="checkbox"/> IPAC QUERY	<input type="checkbox"/> UFC OBLIGATION STATUS UPDATE FORM
<input type="checkbox"/> FED TAX VIEW/UPDATE/DELETE FORM	<input type="checkbox"/> UNCONFIRMED DEPOSIT REPORT
<input type="checkbox"/> FED TAX II 941 REPORT	<input type="checkbox"/> CEEMIS 1219
<input type="checkbox"/> W2 REPRINT	
<input type="checkbox"/> EFT REPORT	

Prev Menu Status Daily Status Exit System

Record: 1/22 ... <OSC>

PRINT/LIST/DELETE REPORTS MENU

CEEMIS Prod

Action Edit Block Field Record Query Help Window

HQUSACE ENTERPRISE MANAGEMENT INFORMATION SYSTEM - CEEMIS

PRINT/LIST/DELETE GENERATED RPTS

Report	.seq	Requested	Generated	Last Printed	Retention
62H	01000	27-JUN-2005 20:32	27-JUN-2005 20:32		300
APSTAT	00050	09-JUL-2005 18:19	09-JUL-2005 18:19		10
ARORIGCT	00024	28-MAR-2005 20:00	28-MAR-2005 20:02		120
JRPREVIEW	00006	20-JUN-2005 18:29	20-JUN-2005 18:29		361
JRPREVIEW	00005	20-JUN-2005 17:49	20-JUN-2005 17:49		361

Report Status: 0 Finished Successfully

Report Params: DIS~ZZ~200505~F~~~97~~~0500~5600~1~\$HOME~E~PROD

Requestor: KILDOW, PAMELA Pages: 32 Mins: 0

Printer: PC_LASER_PRINTER Copies: 1 Banner: ☒ No Page: ☐ Yes

Print View Delete Show All Reports Query Rpt Params

Prev Page List Prev Next Query Execute Cancel Save Next Page Exit

Enter PRINTER where report is to print. (Blank for default, <F4> for list)

Record: 1/5 ... List of Valu... <OSC>